

Cozad Community Schools  
 Activity Handbook  
 2023-2024  
 Superintendent: James Ford  
 High School Principal: Corey Fisher  
 Middle School Principal: Brian Regelin  
 Activities Director: Jeremy Yilk  
 Activities Secretary: Roxanne Reyes



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**ARTICLE 1:**  
**CCS Activities Mission and Vision**

**Section 1: OVERVIEW OF PROGRAMS**

Cozad Schools provides a comprehensive co-curricular activity program for all students grades 7-12. The philosophy of the activity program is consistent with school district philosophy in that it contributes to the development of responsible and efficient citizens for democratic living. Participation in the activity program will help a student to learn self-discipline, self-motivation, goal setting, leadership skills and the ability to work with a group to achieve objectives and communication skills. To be successful within our activity program and within our democratic society a student must possess and develop some of the following character traits: strong work ethic, pride in one's self, honesty, integrity, willingness to follow directions, respect for others and respect for authority.

The activity program will always be in conformity with the objectives of the school district. The administration of activities will be in accordance with the policies of Cozad Community Schools, bylaws of the Southwest Conference and the guidelines and regulations of the Nebraska School Activities Association of which we are a member. The Nebraska School Activities Association is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in co-curricular activities.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this Activity Handbook makes both your child's and your experience with the Cozad High School and the Cozad Middle School Athletic Program less stressful and more enjoyable.

**Section 2: MISSION STATEMENT**

The Cozad Activities Department will provide a positive, life changing experience to our student-athletes where we will field teams as well as student-athletes who maximize their potential and represent the community of Cozad in a first class manner.

All of these activities are educationally based. They serve as an integral part of the overall educational process, and are uniquely positioned to enhance the experiences of our students. Haymaker Administration and Coaches will share this same common focus: **to positively impact the lives of our students.** In the pursuit of excellence, the Cozad Activities Department strives to be the most innovative and successful activities program in the Southwest Conference and to position our participants and teams to compete with others for district, state and national honors.

**Section 3: ACTIVITIES PROGRAM VALUES**

**VALUE # 1: COMPETITORS**

*Principal 1: Pursue Excellence*

**Outcome 1: Better Student-Athletes, Better People**

*Principal 2: Embrace High Expectations*

**Outcome 2:** Level of Performance Rises in Practice & Competitions

*Principal 3: Set Challenging Goals and Visualize Success*

**Outcome 3:** Clear Benchmarks for Team & Individual Performance

#### **VALUE # 2: TOUGHNESS**

*Principal 1: How You Do Anything is How You Do Everything*

**Outcome 1:** Level of Performance Increases Due to Improved Daily Habits

*Principal 2: No B-C-E (Blame-Complain-Excuse) Language*

**Outcome 2:** Ownership of Performance and Of One's Life

*Principal 3: Circumstance Free Effort and Attitude*

**Outcome 3:** Perform at High Level Regardless of Environment Around Student-Athlete

#### **VALUE # 3: LOVE**

*Principal 1: Sweep the Sheds: Never Be too Big to Do The Little Things Right!*

**Outcome 1:** Servant Leadership Flows From the Top Down; Out-Do Others in Service

*Principal 2: C-P-S (Consistent, Positive, & Specific) Feedback Given to Student-Athletes*

**Outcome 2:** Train Student-Athletes Who Correct Negative Behaviors or Positive Performance

*Principal 3: Be a Good Ancestor; Plant Trees You Will Never See!*

**Outcome 3:** Step Into Lives of Student-Athlete & Invest Beyond the Field or Court for Eternity

#### **Section 4: ACTIVITIES PROGRAM GOALS**

1. The Cozad Activities Department will invest into our coaches training in their sport through providing the opportunities to attend clinics or meet with other coaches in the profession to develop professionally.
2. The Cozad Activities Department will invest time into meeting with coaches before the season, weekly throughout the season, and at the end of the season to encourage, evaluate, and monitor the well being of the different activity programs.
3. The Cozad Activities Department will strive to finish in the TOP 3 in both the Boys and Girls Southwest Conference Cup Standings.
4. The Cozad Activities Department will continue to work with the various members in the community to build support for all of the Haymaker activities.

#### **Section 5: NSAA SPORTSMANSHIP RULES**

Cozad High School has traditionally had tremendous enthusiasm for sports. This enthusiasm has played a vital role in the success of our teams. If your child speaks with the coach, and you feel the need to move to step 2, please call the coach or email the coach to set up a time to meet with your child present. The Cozad High School telephone number is 784-2744. The Cozad Middle School number is 784-2746. If the coach cannot be reached, call the Activities Director. A meeting will be set up for you. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not generally promote positive resolution.

If there is still conflict, after step 2, the parent should call and set up an appointment with the Activities Director to discuss the situation with the coach, parent, and participant present.

CHS student-athletes serve as ambassadors for both Cozad Community Schools and the community of Cozad and as a result determine how spectators and community members view our school. Each coach is required to establish rules and penalties regarding sportsmanship behavior in each sport. This MUST be approved in advance by the activities director and also be outlined in each coach's handbook that is given to student-athletes and parents at the beginning of the season meeting. All student-athletes will be expected to comply with the expectations as well as consequences involved. An attitude of friendly sportsmanship should be reflected by all spectators, no matter how strong their loyalty to their team.

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

#### **ARTICLE 2:**

#### **CCS Activities Assignments**

#### **Sections 1: SPORTS AND ACTIVITIES**

#### **FALL SPORTS**

## **FOOTBALL**

*Head Coach:* Jayce Dueland

*Assistants - High School:* Eric Ide, Trey Botts, , Chris Tvrdy, Scott Adkisson, Dreu Young, Conor Young

*8th Head / Assistant:* Derek Hammerlun / Rod Baker

*7th Head / Assistant:* Nick Broz / Brian Cargill

## **VOLLEYBALL**

*Head Coach:* Darrel Francescato

*Assistants - High School:* Kristen Wilkins, Shavonne Schacher

*8th Head / Assistant:* Bill Shaffer / Kylie Corkern

*7th Head / Assistant:* Trysta Asche / Lexie Trimble

## **SOFTBALL**

*Head Coach:* Ashley Ford

*Assistants:* Brent Dinslage, Samantha Crick

## **CROSS COUNTRY**

*Head Coach:* Jacob Brummer

*Assistants:* Nick Auwerda, Micah Waskowiak, Anne Burkholder (V)

## **GIRLS GOLF**

*Head Coach:* Preston Carbaugh

*Assistants:* N/A

## **WINTER SPORTS**

### **GIRLS BASKETBALL**

*Head Coach:* Joshua Asche

*Assistants - High School:* Amber Ross, Preston Carbaugh

*8th Head / Assistant:* Alisa Favinger / Sydney Widick

*7th Head / Assistant:* Brent Frauen / Ashley Simpson

### **BOYS BASKETBALL**

*Head Coach:* Nick Broz

*Assistants - High School:* Dillon Higgins, Darrel Francescato

*8th Head / Assistant:* / Brent Dinslage / Trey Botts

*7th Head / Assistant:* Brian Cargill / Trysta Asche

### **WRESTLING**

*Head Coach:* Derek Hammerlun

*Assistants - High School:* Barry Mraz, Brian Messersmith, Aaron Ide

*Jr. High Head Coach:* Barry Mraz

*Jr. High Assistant:* Martin Rascon

## **SPRING SPORTS**

### **BOYS GOLF**

*Head Coach:* Jayce Dueland

*Assistant:* Preston Carbaugh, Tim Hansen (V)

### **GIRLS TRACK**

*Head Coach:* Trey Botts

*Assistants - High School:* Brian Cargill, Ashley Ford, Nick Auwerda, Scott Adkisson, Rod Baker

*Jr. High Head Coach:* Brent Dinslage

*Jr. High Assistants:* Alisa Favinger, Shavonne Shacher, Brian Bussinger, Lexie Trimble, Seth Vlasak

## **BOYS TRACK**

*Head Coach:* Jacob Brummer

*Assistants - High School:* Brian Cargill, Ashley Ford, Nick Auwerda, Scott Adkisson, Rod Baker

*Jr. High Head Coach:* Brent Dinslage

*Jr. High Assistants:* Alisa Favinger, Shavonne Shacher, Brian Bussinger, Lexie Trimble, Seth Vlasak

## **ACTIVITIES**

### **ACA-DECA**

### **ANNUAL**

Marissa Campbell

### **QUIZ BOWL**

Nick Auwerda, Jennifer Walls

### **DANCE TEAM**

Samantha Crick

### **CONCESSIONS**

Dawn Beans

### **TRI-M**

Amanda Kidder

### **FFA**

Jordan Haarberg

### **SENIOR CLASS**

Dawn Beans, Amanda Rossell

### **FRESHMAN CLASS**

Nick Auwerda, Tessa Eldridge

### **NATIONAL HONOR SOCIETY**

Woody Blackmore, Amanda Rossell

### **ONE ACT**

Kyle Vincent, Mercedes Guerra, Nick Auwerda

### **SPEECH**

Woody Blackmore, Mariss Campbell, Omar Carlos

### **SCHOOL PLAY/MUSICAL**

Amanda Kidder, DeVere Larington, Mercedes Guerra

### **SMASH**

Jennifer Walls, Samantha Crick

### **SKILLS USA**

Dawn Beans

### **FCCLA**

Jessica De La Torre

### **JUNIOR CLASS**

Kristen Wilkins, Jennifer Walls

### **VOCAL MUSIC**

Amanda Kidder

### **WEIGHT TRAINING**

Coaches

### **CHEER TEAM**

Karsyn Dugan, Alyson Racek

### **INSTRUMENTAL MUSIC**

DeVere Larington

### **SPIRIT CLUB**

Dawn Beans

### **DIGITAL JOURNALISM**

Marissa Campbell

### **STUDENT COUNCIL**

Dawn Beans

### **SOPHOMORE CLASS**

Jacob Brummer, Derek Hammerlun

## **ARTICLE 3:**

### **CCS ACTIVITIES COMMUNICATION PLAN**

#### **Section 1: CHAIN OF COMMUNICATION**

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student athlete may have a problem(s) or concern(s), he/she should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

This is the chain of command:

1. Student Athlete to Coach
2. Student Athlete and Parent to Coach
3. Student Athlete, Parent, to Coach and Activities Director.

#### **Section 2: COACH - PARENT COMMUNICATION**

Please remember, involvement in activities is your child's opportunity to succeed and fail in a safe environment. As your children become involved in the programs at Cozad Middle School and Cozad High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged, but also, please encourage your kids in all situations.

### **INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH**

At the beginning of each season, parents will have an opportunity to and are encouraged to attend a coach, player, parent meeting. At this time, you should become aware of the following:

1. Philosophy of the coach and the expectations the coach has for your child, as well as all the players on the squad.
2. Locations and times of all practices and contests.
3. Team requirements: practices, special equipment, out of season conditioning.
4. Procedure followed should your child be injured during participation.
5. Discipline that may result in the denial of your child's participation.

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

1. Concerns expressed following the chain of command below.
2. Notification of any schedule conflict well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. **Coaches are professionals.** They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those on the following list, must be left to the discretion of the coach

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

1. Playing time.
2. Team Strategy.
3. Play calling.
4. Other student athletes.

### **ELECTRONIC COMMUNICATION**

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy for School District Employees for further explanation.

### **Section 3: PARENT CODE OF CONDUCT**

The following list is not a complete code of conduct for you, but it gives you a compass to evaluate your behavior as a sports parent.

1. Positively cheer for your child and his/her team.
2. Show interest, enthusiasm, and support for your child and his/her teammates and coaches
3. Be in control of your emotions.
4. Remain in the spectator area during games.
5. Help when asked by coaches or officials.
6. Understand that your role is not to coach, but to support as a spectator.
7. Make comments that are positive toward players and coaches of both teams as well as officials.
8. Do not drink alcohol at contests or attend contests while under the influence of drugs or alcohol.
9. Thank coaches, officials, and other volunteers who conducted the event.

### **ARTICLE 4:** **CCS Activities Guidelines**

### **Section 1: ACADEMIC ELIGIBILITY**

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in our activity handbook they must meet the following criteria:

1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.
4. Eligibility lists are created on Friday and apply to the following week's activities. Students will remain ineligible for the duration of that time.

### **Section 2: SPORTS SEASONS**

All interscholastic sports are divided into three seasons: Fall, Winter, and Spring. These divisions and the first organized practice dates are set by the NSAA. They will be published in the official school calendar each year.

#### **NSAA Dates for the 2023-2024 School Year are:**

<b><u>FALL</u></b>	<b><u>OPENING PRACTICE</u></b>	<b><u>CLOSE OF SEASON</u></b>
Football	August 7, 2023	Football Playoffs
Girls Golf	August 7, 2023	State Meet
Softball	August 7, 2023	State Tournament
Cross Country	August 7, 2023	State Meet
Volleyball	August 7, 2023	State Tournament
<b><u>WINTER</u></b>	<b><u>OPENING PRACTICE</u></b>	<b><u>CLOSE OF SEASON</u></b>
Wrestling	November 13, 2023	State Meet
Basketball (B/G)	November 13, 2023	State Tournament
<b><u>SPRING</u></b>	<b><u>OPENING PRACTICE</u></b>	<b><u>CLOSE OF SEASON</u></b>
Boys Golf	February 26, 2024	State Meet
Track (B/G)	February 26, 2024	State Meet

### **Section 3: PRE-PRACTICE REQUIREMENTS**

A. All participants must meet the following requirements before they start practice for the intended competition season (Fall/Winter/Spring):

1. Completed physical exam form
2. Completed NSAA form (Parent Agreement)
3. Concussion Test (If Applicable for Participant)
4. Medical Release Form
5. Drug Testing Policy Consent
6. Pay any fees that might go along with the activity
7. ***\$35 participation fee REQUIRED for all NSAA activity participants***

*a. All students who participate in a NSAA sport or activity must purchase or make arrangements with the Activities Director, the HS Office Staff, or MS Office Staff to pay the Student Participation Fee.*

B. All members of other Cozad Community Schools activities must meet the following requirements:

1. Permission to participate in activities.
  - a. Participant agreement to activity guidelines
  - b. Parent agreement to activity guidelines
  - c. Pay any fees that might go along with the activity



#### **Section 4: PRACTICE REGULATIONS DURING SCHOOL**

Practice sessions are essential for preparation in competitive events. School facilities are provided for the enhancement of activity programs. The following behaviors are expected of all students:

1. No student should ever practice or work out using indoor school facilities unless he/she is under the direct sponsorship/supervision of a coach/faculty sponsor.
2. No actions should ever be done by a coach or student to take away from the sport in season.
3. Students are required to attend all practices and contests unless excused by the coach or sponsor.
4. Students must adhere to the student dress code as noted in the student handbook.
5. Coaches may be able to conduct non-mandatory practices on days when school is closed due to inclement weather if administrative approval is obtained.

#### **Section 5: STARTING DISMISSAL AND LENGTH OF PRACTICE**

All starting times of practices will be designed by the individual coach/sponsor with the approval of the Activities Director. All participants are expected to be at practice at the times set by the coach/sponsor. As a general rule, if the participant is in school that day, they should also be at practice after school. Each coach/sponsor will determine the discipline for unexcused absences. The following general guidelines will be followed by all coaches/sponsors:

1. All Cozad High School athletic/activity practices will conclude in time for students to be out of the building by 9:30 p.m.
2. All Cozad Middle School athletic/activity practices will conclude in time for students to be out of the building by 9:00 p.m.
3. Wednesday evening practices will be cut short to allow students to attend church functions. The following guidelines will be followed:
  - a. Activity practices will be organized so that all participants are showered, dressed and out of the facilities by 6:30 on Wednesday nights.
4. Saturday evening practice will be avoided if at all possible. Building Principal or Activities Director approval must be obtained prior to scheduling Saturday evening practice.
5. In order for there to be a scheduled Sunday practice, the coach/sponsor must get permission from the Building Principal/Activities Director. The Building Principal/Activities Director must inform the Superintendent and School Board of all Sunday practices. Sunday practices will only be granted for special, extenuating circumstances.

#### **Section 6: PARTICIPATION AND ATTENDANCE**

1. **Students must be in school by 10:00 a.m. the day of any scheduled school activity to be eligible to participate in the activity. This includes all school activities (sports contests, competitions, performances, field trips, dances etc). Exception: The absence must be excused by school administration in advance. A school-sponsored activity is an exception.**
2. A team member is not allowed to practice unless he/she is in school one-half day on the day of practice. (Note: one-half day means the student must be in school by 12:00 noon.) Exceptions may be made by the Activities Director or Building Principal if arrangements are made in advance of the student being gone.
3. Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, he/she must contact the sponsor in advance. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance.

#### **Section 7: DECEMBER MORATORIUM**

To avoid an inadvertent violation during the NSAA imposed moratorium period, the Cozad Community Schools gyms, weight room and other athletic practice facilities will be unavailable for use by anyone for any purpose. In addition, grade 9-12 students are not allowed to practice or compete in any facility that is owned, used or leased by the school, whether or not a coach, sponsor or other adult person associated with the program is present. There can be no contact with the school coach, sponsor or other adult person associated with the program if a student chooses to workout in a facility that is not owned, used or leased by the school.

**The 2023-2024 5-Day Practice/Competition Moratorium is December 23rd-December 27th, 2023.**

#### **Section 8: TEAM SELECTION**

The philosophy of Cozad Community Schools is that everyone should be given the opportunity to become a member of any team for which they are eligible. However, because of some circumstances beyond our control the school may have to limit the size of their teams. If circumstances develop that cause the school to release an individual from the team, the coach, participant and Activities Director will have a conference and the student will be informed about why they are released from the squad.

“Team Selection” and “Playing Time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall use the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. **School Representation:** Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. **Success:** Student participants must demonstrate that they can make the activity program more successful, both from the standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skill or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 9: CONFLICTS BETWEEN ACTIVITIES**

At the beginning of every athletic season the Activities Director will meet with the sponsors of all activities to go over any conflicts there

may be among activities. If conflicts arise among two or more activities over practice or performance times, they will be worked out by the sponsors involved and the Activities Director so that the student(s) affected may be able to benefit from both activities in question. The following is a guideline that may be followed in resolving conflicts among activities:

- A. Competition has priority over practice.
- B. District level competition has priority over regular scheduled competition.
- C. State level competition has priority over District level competition.

### **Section 10: CHANGING ACTIVITIES**

No individual will be allowed to change activities during a season without first having a conference with the sponsors involved and the Activities Director, and input from the Building Principal. From this conference a decision will be made whether the student will be allowed to change activities. If the student is allowed to change activities, he/she will be allowed to practice but will not be able to compete in the new activity for seven school days.

If an individual is cut from a squad because of disciplinary reason by the coaching staff, or if they quit on their own accord after the first varsity contest, he/she may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she has quit is completed.

If an individual is cut from a squad by the coaching staff, he/she may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.

### **Section 11: LETTERING REQUIREMENTS**

A list of all students eligible for letter awards will be determined by the head coach or sponsor of each activity following the final interscholastic contest of the season. Letters will be awarded by the head coach in accordance with the requirements listed in the activities handbook or at a coach's discretion. Letter requirements may be amended to cover unforeseen situations. A general requirement in all activities is that the participant complete the season in good standing. Injuries may cause a reasonable exception to the requirement. The Activities Director will obtain the required letter certificates and chenille letters. Only one chenille letter will be awarded by the school per individual. Letter certificates will be awarded by the coach or sponsor at appropriate dinners/banquets. Certificates of participation should be presented to students who complete the activity season in good standing. Letter winners shall receive one sport pin for each sport they letter in plus a gold bar for each year they letter.

#### **A. LETTER IN BAND**

1. Participate in all major performances throughout the school year, including concerts, halftime shows, and parade performances. (Football players are excused from halftime shows.)
2. Be in attendance at pep band appearances for volleyball, wrestling, girls basketball, and boys basketball. One unexcused absence each semester will be allowed.
3. Be an active and conscientious band member in rehearsals.
4. Extra projects such as entries, giving lessons to 6th grade students, etc., may be used to make up any absences in 1. and 2. above by special permission of the director.
5. In all cases, the participant must have the sponsor's recommendation.

#### **B. LETTERING IN GIRLS BASKETBALL**

1. To be eligible, an athlete must average one quarter of participation for each game played during the regular season, or suit up and participate in the district or state tournament.
2. A player must complete the season unless she is injured or ill.
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

**C. LETTERING IN BOYS BASKETBALL**

1. Must finish out the season as an eligible student-athlete and member of the team.
2. Practice: No Unexcused absences
3. Play in 70% or more of all varsity games
4. All Seniors who have been out for at least 3 seasons
5. Nomination made by the Cozad Boys Basketball Coaching Staff.

**D. LETTERING IN CHORUS**

1. Participate in all major performances throughout the school year, including concerts and graduation. A student may be excused from above only due to illness or funeral.
2. Be an active and hardworking member of the chorus.
3. In all cases, the participant must have the sponsor's recommendation.

**E. LETTERING IN CROSS COUNTRY**

1. In order to letter, one must be counted toward team score in at least two meets.
2. The above requirement may be waived in the case of an athlete who has contributed a great deal to the team.
3. In all cases, the athlete must have the coach's recommendation.

**F. LETTERING IN FOOTBALL**

1. Each athlete that plays at least one snap in 18 or more varsity quarters.(½ the season)
2. Each year there will be an offensive and defensive scout team All-American Award. This is voted on by the coaching staff. Work Ethic, Attendance & Leadership are all taken into consideration.
3. All Seniors that stay out for the entire season regardless of playing time will letter.

**G. LETTERING IN BOYS' GOLF**

1. An athlete must complete either of the following: Compete in 6 of the 12 Varsity Competitions, earn a medal at a Varsity Competition, or compete at District or State.
2. In order to letter you must complete the golf season, unless injured or ill.
3. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

**H. LETTERING IN GIRLS' GOLF**

1. Play in all varsity meets except one.
2. Medal in the Dawson County meet.
3. Play in Southwest Conference, District, State.
4. In order to letter, you must complete the above criteria unless injured or ill.
5. The above requirements may be waived on the coach's recommendation.

**I. LETTERING IN PLAY PRODUCTION**

1. Attend all stage rehearsals and crew calls. (Exceptions will be made due to participation in another school activity or illness.)
2. Attend all competitions.
3. Maintain a speaking role on-stage, a featured non-speaking role onstage, or crew position.
4. Non-speaking or technical members may letter by showing a high degree of leadership and dedication.

**J. LETTERING IN SOFTBALL**

1. To be eligible, an athlete must participate in a third of the innings played during the regular season, or suit up in the district or state tournament.
2. A player must complete the season unless she is injured or ill.
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

**K. LETTERING IN SPEECH**

1. Compete at Varsity Level in all events for six or more competitions per season.
2. Compete in an Ensemble or Individual event at Conference and/or District Speech.
3. Accumulate 75 points (Honors Status) in the National Speech and Debate Association.
4. In all cases, the participant must have the coach's recommendation

**L. LETTERING IN TRACK**

1. Score point(s) in a Varsity Competition (four or more teams)

2. Participate in at least 7 Varsity Competitions (with 4 or more teams)
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

**M. LETTERING IN VOLLEYBALL**

1. Play in one quarter of total varsity games.
2. Manager who gives good service for the whole season.
3. In order to letter you must complete the volleyball season, unless injured or ill.
4. If the team qualifies for the state competition, all players listed on the final state roster
5. Any 4-year player who stays out and completes their senior season on the varsity roster despite playing time.
6. The above requirements can be waived in the case that an athlete must have the coach's recommendation.

**N. LETTERING IN WRESTLING**

1. An athlete must score 25 points in varsity competition and place in the top four in at least one invitational meet. Points are earned according to how many team points are awarded in tournament competition and in dual competition.
2. A non-varsity participant may earn a letter by scoring 45 points (excluding forfeits) in junior varsity competition and placing first and second in a tournament. Points are scored (earned) in the same manner as in varsity competition.
3. Team captains must complete 15 hours of service with the Cozad Youth Wrestling Program. Non captains must complete 10 hours of service with the Cozad Youth Wrestling program
4. In all cases, the participant must have the coach's recommendation.

**Section 12: FUNDRAISING**

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the Superintendent.

**Section 13: INSURANCE**

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

**ARTICLE 5:  
NSAA ACTIVITIES GUIDELINES**

**Section 1: Constitution and Bylaws 2023-2024**

Cozad Community Schools is a member school of the Nebraska School Activities Association (NSAA). Cozad Community Schools will abide by and follow the provided activity guidelines listed in the NSAA Constitution and Bylaws. A copy of these guidelines can be found at <https://nsaa-static.s3.amazonaws.com/textfile/yb/c&b.pdf>

**ARTICLE 6:  
DRESSING ROOMS, EQUIPMENT, STUDENT FEES, AND TRANSPORTATION**

**Section 1: DRESSING ROOM AND PRACTICE AREA POLICIES**

Each student will be issued a locker to store all school equipment checked out to them, to secure personal property during practice/contests, and to use during physical education classes. The students will be assessed the cost of replacing the lock if it is not checked in as due. The school is not responsible for items lost or stolen. All students will be under the direct supervision of the coach or sponsor in charge while dressing. A student must not linger in the dressing room or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach or sponsor in charge. Students are always to respect equipment and supplies in the training room. Coaches/sponsors offices and equipment rooms are off-limits to all students except student managers unless by a coach's or sponsor's request.

**Section 2: EQUIPMENT**

1. Cozad Community Schools try to furnish all participants with as much of the equipment needed as is possible. Cozad Community School coaches are confident that the school has proper equipment and in the case of contact sports, the athletes are well protected.
2. All equipment will be checked out to individuals at the beginning of the season by the coach or sponsor in charge. The participant will be responsible for the equipment and should be prepared to pay for the cost of replacement, if it is not checked in at the end of the season in reasonable condition.
3. It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time or immediately should they quit the activity, he/she will be expected to pay for the cost of replacement.
4. All collections for lost equipment will be handled in the Activities Director's office.
5. No student will be allowed to go out for another activity until they have turned in all equipment checked out to them from any previous school activity.
6. A student will be allowed to wear equipment checked out to him/her only at practices, on game days, and at contests. Any student found to be wearing school equipment outside of practice or possessing school equipment can expect to be treated as possessing property not belonging to them. Any request to wear school clothing during the school day must first be approved by the Activities Director.

### **Section 3: STUDENT FEES**

Refer to addendum to the Student Handbook Student Fees Policy, Policy 5130.2.

### **Section 4: GUIDELINES FOR THE USE OF THE WEIGHT TRAINING EQUIPMENT**

- A. The equipment will be kept in an assigned area and will never be used unless there is an assigned supervisor present.
- B. The equipment will be used for the following purposes and in the following priorities:
  1. Physical education instruction – Physical fitness program or weight training class.
  2. By the sport in season – Program to be designed by the head coach and sponsored by the head coach or his/her assistants.
  3. Athletes who are out for two sports but are in their off-season.
  4. Summer conditioning instruction – for all athletes 9-12 for the coming year.
  5. Adult education instruction – Physical fitness program.
  6. Adult members of the Cozad School District.

### **Section 5: TEAM TRAVEL**

- A. Transportation: Cozad's activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. **It is expected that all members of a team return from a contest by the same transportation provided for taking them to the contest.** This will promote team camaraderie and unity among the players. **Exceptions:** A student may go with his/her parents in case of a family emergency, illness or injury. They may also continue on a trip with his/her parents or their adult designee after a contest. The student's parents must gain permission from the Activities Director or Building Principal by filling out a form in advance and presenting this form in person to the head sponsor before the student is allowed to leave after the completion of that activity contest.
- B. Dress: Dress of team members should be clean, neat and in good taste.
- C. Meals: When an organization is required or will be away from home all day for a contest, or if the return trip home is exceptionally long, arrangements will be made to feed the members. When and where the members will eat will be decided by the sponsor and activities director. Generally speaking, team members will eat the pre-game meal at home.
- D. When traveling by bus, students should remember the following:
  1. Always be on time for departure
  2. There will be no loud or boisterous behavior.
  3. All riders will remain seated for the entire distance.
  4. There will be complete silence when the bus stops for railroad crossings.
  5. There will be no yelling out windows or waving of arms out the window.
  6. No obscene gestures will be allowed.
  7. Students will always exit the bus by using the front door.
  8. Any food or drink may be taken on the bus with permission from the sponsor and bus driver. All trash will be cleaned up upon arrival back to the school. The cleanup will be the responsibility of the students/sponsors/coaches with the trash being thrown away in the proper place.
- E. Students who have a concussion will not travel to or from school activities with their team until they advance through the return to learn protocol. This happens once the athlete is concussion symptom free for 24 hours, has been post-concussion tested, and is cleared to return to light aerobic exercise per the return to play protocol.

**ARTICLE 7:**  
**CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND INITIATIONS/HAZING**

**Section 1: CODE OF CONDUCT**

All activity sponsors and school administrators expect participants to be something special, so therefore, all participants are expected to meet demands that the normal student does not. Also, because activities can be very demanding upon an individual, both mentally and physically, this code of conduct should be followed:

**A. Appearance:**

1. Participants should be neat, clean, and well-groomed.
2. All participants should take pride in their dress and appearance.

**B. No Tobacco:**

1. There is no place in Cozad activities on the High School or Middle School level for a participant who uses tobacco.
2. Anyone who does will not only be hurting themselves, but also the team.

**C. No Drinking or Use of Drugs:**

1. Use of alcohol by a person under the age of 21 is illegal. So is using drugs. There is no way to justify any participant using any form of alcoholic beverages or any form of drugs. Again, they are hurting themselves as well as the team.

**D. Citizenship and Student Behavior:**

1. Students involved in activities are expected to be on their best behavior both in and outside of school.

**Section 2: DISCIPLINE**

**A. Any student of Cozad Middle School or Cozad High School who, during the NSAA Calendar Year is observed, under the influence of, in possession of, or distributing:**

1. Tobacco, Tobacco Substitute (cigars, cigarettes, e-cigs, chew, snuff, vapes, etc.)
  - a. First Offense: The tobacco and its containers will be confiscated and destroyed. The student will be suspended from attending all school activities for five consecutive days and may not participate in contests or performances during the suspension.
  - b. Second Offense: The tobacco and its containers will be confiscated from the student and destroyed. The student will be suspended from attending all school activities for three weeks and may not participate in contests or performances during the three weeks.
  - c. Third Offense: Suspension from all school activities for the remainder of the school year. The tobacco and its containers will be confiscated from the student and destroyed.
2. Alcohol
  - a. First Offense: The student may not attend or participate in any school activities for two weeks. The student will miss two weeks worth of contests starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)
  - b. Second Offense: The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). (If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
  - c. Third Offense: The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.
3. Illegal Drugs
  - a. First Offense: The student may not attend or participate in any school activities for two weeks. The student will miss two weeks worth of contests starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8.



(Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are in one school activity.

- b. Second Offense: The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). (If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.)
- c. Third Offense: The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.-

### **Section 3: INITIATIONS and HAZING**

**Initiations:** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing:** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

### **Section 4: SECRET ORGANIZATIONS**

It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

### **Section 5 OUTSIDE ORGANIZATIONS**

It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

### **Section 6: DISCIPLINE PROCEDURES**

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this “Discipline Procedures” section, “Investigator” means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of “Investigator” as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator’s decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.
3. Appeals of decision must be made to the Office of the Superintendent within 48 hours of notification.

**Article 8:**  
**CCS ACTIVITIES CONCUSSION AND INJURY INFORMATION**  
**Section 1: CONCUSSION INFORMATION and LINKS**

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- A. Require all coaches, sponsors and trainers to complete the following on-line course on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Concussion in Sports (NFHSLearn.com)
- B. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - a. The signs and symptoms of a concussion;
  - b. The risks posed by sustaining a concussion; and
  - c. The actions a student should take in response to sustaining a concussion, including notification of his or her coaches.

Return to Learn plus Return to Play equals return to activity. If a student/athlete continues to receive adjustments for academics due to presence of

symptoms, they should be considered symptomatic and not be allowed to return to physical activity (practice or weight training).

Once a concussion has been diagnosed by a healthcare professional, we will establish a support system for the student/athlete. This system will involve communication and collaboration with parents, school personnel, coaches, athletic trainers, and other healthcare providers.

Athletes will be given an impact Test to establish their "baseline". This test is administered to students who are 7th through 12th grade in our programs. Each year, we will baseline test all incoming 7th, 9th, and 11th graders as well as athletes new to our programs.

We are using resources provided by the Nebraska Sports Concussion Network. All links are available on the concussion link on our school website. {Link to all on this site}

<http://www.nebsportsconcussion.org/resources/forms.html>

**LINKS TO IMPORTANT CONCUSSION INFORMATION AND FORMS: CONCUSSION MATERIALS & RESOURCES**

CDC Heads Up - Fact Sheet for Athletes

[http://www.cdc.gov/concussion/pdf/Athletes\\_Fact\\_Sheet-a.pdf](http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf)

CDC Heads Up - Fact Sheet for Parents

[http://www.cdc.gov/concussion/pdf/Parents\\_Fact\\_Sheet-a.pdf](http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf)

CDC Heads Up - Fact Sheet for Coaches

[http://www.cdc.gov/concussion/pdf/coaches\\_Engl.pdf](http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf)

Home Instructions for Parents & Concussed Athlete

<http://www.nebsportsconcussion.org/images/pdfs/home%20instructions.pdf>

Return To Learn

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20learn1.pdf>

Return to Play

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20guidelines.pdf>



## Return To Play - Written Clearance Form

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20-%20clearance%20form.pdf>

Refer to the following pages for concussion information. Additional information is available from Activities Director, at the high school office or may be located at <https://www.cozadschools.net/page/concussion-education>

### **Section 2: INJURIES**

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see concussion information above.

### **Article 9: NCAA I, NCAA II, NAIA**

#### **Section 1: NCAA DIVISION I**

**Division I Initial-Eligibility Toolkit Website:** <http://www.ncaa.org/student-athletes/resources/division-i-initial-eligibility-toolkit>

**1. Academic Eligibility:** To participate in Division I athletics or receive an athletics scholarship during the first year of college, a student-athlete must:

- a. Complete the 16 core-course requirement in eight semesters:
- b. 4 years of English
- c. 3 years of math (Algebra 1 or higher)
- d. 2 years of natural or physical science (including one year of lab science if offered by the high school)
- e. 1 extra year of English, math or natural or physical science
- f. 2 years of social science
- g. 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- h. Earn a minimum required grade-point average in core courses
- i. Earn a combined SAT or ACT sum score that matches the core course grade-point average and test-score sliding scale. (For example, a 3.000 core-course grade-point average needs at least a 620 SAT).
- j. Student-athletes enrolling in college in August 2016 and later must meet all of the above requirements to receive aid in the first year and practice in the first term. In order to compete in the first year, prospects must meet all of the above and:
  - i. Earn at least a 2.3 GPA in core courses
  - ii. Meet an increased sliding-scale standard
  - iii. Complete 10 core-courses prior to the start of the seventh semester, at least seven in English, math and science.
  - iv. If a student-athlete earns nine credits in the first term, he or she can continue to practice the remainder of the year. If not, he or she can remain on aid but can't practice.

#### **Section 2: NCAA DIVISION II and NAIA**

**Division II Initial-Eligibility Toolkit Website:**

<http://www.ncaa.org/student-athletes/resources/division-ii-initial-eligibility-toolkit>

**1. Academic Eligibility:** If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must

- a. Graduate from high school;
- b. Complete these 16 core courses:
- c. 3 years of English
- d. 2 years of math (Algebra 1 or higher)
- e. 2 years of natural or physical science (including one year of lab science if offered by your high school)
- f. 3 additional years of English, math, or natural or physical science
- g. 2 years of social science
- h. 4 years of additional core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- i. Earn a 2.000 grade-point average or better in your core courses; and

- j. Earn a combined SAT score of 820 or an ACT sum score of 68.

**ARTICLE 10:**  
**CCS ACTIVITIES DRUG TESTING POLICY**  
**Section 1: OVERVIEW**

The procedure for initial and random drug testing of students in 7-12 Cozad Community Schools activities is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. Results are reported to the Building Principal or Activities Director.

**A. A STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of alcohol and illicit drugs by Cozad Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all Students
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- (3) to encourage students who use drugs to participate in drug treatment programs
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Cozad Community Schools Schools.

The program is designed to create a safe, drug free, environment for Students and assist them in getting help when needed.

**B. SUPPORTING DATA**

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

**C. DEFINITIONS**

**Vendor** - The medical office or company selected by the Board of Education to carry out the policy and procedure.

**Designated Official** - The individual hired by the school or district to oversee the drug testing program of the school or district.

**Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.

**Illicit substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

**Banned Substance** - A substance defined by School policy as being banned from use by students.

**Student Participant** - A qualified student participating on a sanctioned athletic team as defined by the NSAA, an extracurricular activity as defined by the board.

**SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**GC/MS** - Gas Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

**Quantitative Levels** - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

**Chain-of-custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Adulterant/Adulteration** - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

#### **D. PROCEDURES FOR STUDENTS**

**a. Informed Consent for Testing**

At the beginning of each year/season, or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Cozad Community Schools Code of Conduct and Expectations Informed Consent Agreement** (Section 3). No student may participate until this form is properly executed and on file with the School. A signed consent form from the previous school year will stay on file until a new form is signed.

**b. Urine Drug Testing Frequency**

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in activities may be subject to urine testing for illicit or banned substances as specified in Section F. Following enrollment, students will be randomly tested on a monthly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test.

**c. Testing Pool / Activity Drop Form**

The student will remain in the pool through graduation or until they file an “Activity Drop Form”. A student electing to drop out of the pool is ineligible for activities for a calendar year.

**d. Sample Collection**

Samples will be collected as outlined under Vendor Requirements, Category F below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

#### **E. CONFIDENTIALITY OF RESULTS**

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody of the specimen. All drug test results are considered confidential information and will be handled accordingly.

#### **F. VENDOR REQUIREMENTS**

At a minimum, the Vendor must be able to provide the following services:

**a. Random Selection of Eligible Students**

Once provided a list of eligible identified numbers, the Vendor must select the required number of students in a random and confidential manner. Monthly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student numbers will be given to the Designated Official, who will arrange for these students to report to the collection area.

**b. Collection of Urine Specimens**

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Cozad Community Schools Students**. Students will be given as much privacy as possible in the obtaining of the specimen.

**c. Testing of Urine Specimens**

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory. All specimens must be initially tested using a highly accurate screening multi-drug test immuno-assay technique.:-

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

Amphetamine  
Benzodiazepines  
Fentanyl

Barbiturates  
Cocaine  
Marijuana

Buprenorphine  
Ethyl Glucuronide (Alcohol)  
MDMA (Ecstasy)

**e. Reporting of Random Urine Test Results by Vendor**

The vendor will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone or email in a confidential manner to the Designated Official.

**f. Statistical Reporting and Confidentiality of Urine Drug Test Results**

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Cozad Community Schools Board of Education. However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

**G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur *after* notification of the parent:

- (1) The Designated Official, within 24 hours, will notify the parent/guardian/custodian first, then the student of any positive results. The Designated Official may keep all test results for a period up to one year.
- (2) If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within 48 hours from first notification of positive test results. The student must get a Doctor's order to be able to get a second test done on the same sample at a different laboratory. If there is not enough sample to retest, a new sample may be required.
- (3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

**b. First Positive Result**

The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests on the day starting when the school finds out about the positive result, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if a student out for a fall sport gets convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next activity they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)

**c. Second Positive Result**

The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next activity - if a student was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension).

**d. Third Positive Result**

The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.

**e. Self-Report**

A student who self-reports, prior to providing a urine sample will comply with the requirements set in section 7b of this policy, except there will be only one week of forfeiture of all activities. The week forfeiture begins on the day of self-report. Self-reports may be used as a *first offense only*, subsequent positives following a self-report will continue to actions stated in 7c and 7d. A student may only self-report one time while a student in the Cozad Community Schools. :

**f. Prescription Drug Positive**

A student that tests positive for a prescription drug, the Parent/Guardian will submit the legal prescription document for the prescribed drug. Upon receipt of this document and recognition of it, the suspension from activities will be lifted and no assessment or intervention will be required. A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result.

**H. NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Cozad Community Schools Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Cozad Community Schools School Board of Education, to the extent permitted by such subpoena or legal process.

**I. ILLICIT OR BANNED SUBSTANCES**

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Cozad Community Schools Students:

- |                          |              |                        |
|--------------------------|--------------|------------------------|
| Alcohol                  | Amphetamines | Barbiturates           |
| Benzodiazepines (Valium) | Cocaine      | Marijuana              |
| MDMA (Ecstasy)           | Methadone    | Opiates (Codeine)      |
| Phencyclidine            | Propoxyphene | Synthetic Cannabinoids |

**Section 2: INFORMED CONSENT AGREEMENT**

**Student Name (Print)** \_\_\_\_\_

**Grade** \_\_\_\_

**Parent/Guardian/Custodian Name (print)** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Work Phone** \_\_\_\_\_

**AS A STUDENT:**

I understand and agree that participation in activities is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**. I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**. I understand and realize that there is risk of injury in participating in activities. I understand that when I participate in any activity program, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice or participate. I have read the consent on the reverse of this form and agree to its terms. I understand this is binding while a student within the Cozad Community Schools.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**AS A PARENT/GUARDIAN/CUSTODIAN:**

I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in activities in the Cozad Community Schools. I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities. I understand that my son/daughter/ward, when participating in activities, may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice or participate.. I have read the consent on the reverse of this form and agree to its terms. I also understand that if my son/daughter/ward has completed their season and does not intend on participating in other activities for the remainder of the year, I may remove them from the random program with a signed Activity Drop Out form. Failure to do so is my consent to offer the deterrence of random drug testing for my son/daughter/ward until the end of the testing year. I understand this is binding while my son/daughter/ward is a student within the Cozad Community Schools.

Parent/Guardian/Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3: CONSENT TO PERFORM URINALYSIS**

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cozad Community Schools** as approved by the Cozad Community Schools Board of Education. We understand that the collection process will be overseen by a qualified vendor. We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Cozad Community Schools Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Cozad Community Schools Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal/Activities Director and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current school year.

We hereby release the Cozad Community Schools Board of Education, Cozad Community Hospital and its employees from any legal responsibility or liability for the release of such information and records.

**Section 4: ACTIVITY DROP FORM**

I, \_\_\_\_\_ wish to withdraw from  
\_\_\_\_\_

I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all activities. I understand, by withdrawing, I can no longer participate in any activities, and I may not receive recognition as a member of these activities programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new consent testing form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Parent or Guardian Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Date of Receipt

**Article 11:  
CCS ACTIVITIES GUIDELINE DISCLAIMER**

**Section 1: GUIDELINES ARE SUBJECT TO CHANGE**

Procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted on the school district social media platforms. If conflicts exist among the Activities Handbook and the Student Handbook and/or Board Policy, Student Handbook and/or Board Policy will take precedence.

